

MINUTES ADOPTED BY CITY COUNCIL

Greenville, NC
December 15, 2003

The Greenville City Council met in a regular meeting on the above date at 7:00 PM in the City Council Chambers, third floor of the Municipal Building, with Mayor Robert D. Parrott presiding. The meeting was called to order, followed by the invocation by Chief Roy Spell, and the pledge of allegiance to the flag. The following were present.

Mayor Robert D. Parrott
Mayor Pro-Tem Ric Miller
Council Member Mildred A. Council
Council Member Ray Craft
Council Member Pat Dunn
Council Member Rose H. Glover
Council Member Chip Little
Marvin W. Davis, City Manager
Patricia A. Sugg, Deputy City Clerk
David A. Holec, City Attorney

APPROVAL OF AGENDA

Motion was made by Mayor Pro-Tem Miller and seconded by Council Member Glover to approve the agenda as presented, with the addition of "consideration of a request for sewer outside the extraterritorial jurisdiction" as item 10A. Motion carried unanimously.

SPECIAL RECOGNITIONS

Mr. Jack Gargis was presented a plaque upon his retirement with over 28 years of service with the Greenville Fire/Rescue Department.

Police Chief Joe Simonowich stated that the Greenville Police Department had met the requirements of the Body of Law Enforcement Standards and was accredited for a third time by the Commission of Accreditation for Law Enforcement Agencies, Inc. on November 22, 2003. The Greenville Police Department is one of 5% of all law enforcement agencies in the United States to be an accredited agency. Chief Simonowich presented the Mayor and City Council with a plaque.

APPOINTMENTS TO BOARDS AND COMMISSIONS

Environmental Advisory Commission

Council Member Glover requested to continue the appointment to the Environmental Advisory Commission until January 2004.

Planning and Zoning Commission

Motion was made by Council Member Craft and seconded by Mayor Pro-Tem Miller to appoint William G. Lehman to fill an unexpired term that expires May 2005, replacing Jacqueline Myers, who resigned. Motion carried unanimously.

APPROVAL OF CONSENT AGENDA - APPROVED

Motion was made by Council Member Craft and seconded by Mayor Pro-Tem Miller to approve all the items under the consent agenda as listed below. Motion carried unanimously.

- (1) Minutes of the October 29, 2003 joint City Council/Greenville Utilities Commission meeting and the November 10, 2003 City Council meeting
- (2) Consideration of various tax refunds

<u>Name</u>	<u>Reason</u>	<u>Amount</u>
The New Lily of The UHC	Vehicle not taxable in Pitt County	\$139.38
Steven & Ling Hsu	Vehicle charged in city limits in error	\$249.60
Lashawn Evette Booth	Vehicle charged in city limits in error	\$111.47
Richard Anthony Wolf	Vehicle charged in city limits in error	\$137.03
- (3) Ordinance establishing a subdivision-wide 25 MPH speed limit in the Stratford neighborhood (Ordinance No. 03-118)
- (4) Award of encroachment agreement for Clean East Associates, Inc. to construct a monitoring well on Ball Park Street (Contract No. 1298)

Council Member Dunn requested that a footnote be added to the November 10, 2003 City Council Minutes to correct the following statement made by Don Edwards on revitalization of the Center of the City: "Mayor Parrott and City Council have a great vision for a hotel and perhaps a conference center with meeting rooms for the uptown area".

Motion was made by Mayor Pro-Tem Miller and seconded by Council Member Glover to add a footnote to the November 10, 2003 City Council minutes stating that the statement regarding revitalization of the Center of the City was Mr. Edwards' opinion and not members of the City Council. Motion carried unanimously.

ORDINANCE REZONING THE EAST GROUP, P.A. PROPERTY LOCATED ALONG THE NORTHERN RIGHT-OF-WAY OF THOMAS LANGSTON ROAD AND NORTHWEST OF MEMORIAL DRIVE FROM RA-20 TO OR - ADOPTED

City Manager Davis reported that a notice of public hearing was published in The Daily Reflector on December 1 and December 8, 2003 setting this time, date and place for a public hearing to consider a request by The East Group, P.A. to rezone a 0.74 acre tract located along the northern right-of-way of Thomas Langston Road and northwest of Memorial Drive from RA-20 to OR. At its November 18, 2003 meeting, the Planning and Zoning Commission voted to recommend approval of the request.

Mr. Harry Hamilton, Chief Planner, delineated the property on a map and stated that the property is located along the northern right-of-way of the Thomas Langston Road and west of the Lowe's Home Improvement Center area. The property is approximately 450 feet to the east of Providence Place Subdivision, a single-family neighborhood currently zoned R6S. The area intervening between Lowe's and the proposed site is currently vacant. The Lowe's area is zoned General Commercial, and there is a 9 acre area immediately west of Lowe's that was rezoned RA20 to OR in 1990. The property located immediately to the west of the site was rezoned to OR in 1996. The Wachovia Operation Center, which is located south of Thomas Langston Road was zoned O in 1997. The proposed property for rezoning is just over 29,000 square feet. The property has 100 feet of frontage along Thomas Langston Road and an average depth of 300 feet. Thomas Langston Road is not a thoroughfare, but did function as a thoroughfare until the mid 1990's, and a portion of Thomas Langston Road was on the Thoroughfare Plan. A portion of property with the same ownership located immediately adjacent to the proposed site has received site plan approval for 26 town homes. The proposed property, if rezoned, would allow for an expansion of this development. An additional 18 units could be built on the proposed property.

Council Member Dunn asked if the proposed road structure would blend in with the area, and Mr. Hamilton replied yes and explained that the property requested for rezoning is currently zoned OR and there is one drive to Thomas Langston Road and no street connection or driveway connection to the site. There is no immediate connection between the OR area and Providence Place Subdivision. It is anticipated that there will be an extension of Tobacco Road South and an interconnecting network of streets to the north of this area. Staff does not anticipate any direct connection to Providence Place Subdivision. The Land Use Plan Map recommends office zoning to act as a transition buffer between the large commercial areas, Carolina East Mall and the Lowe's Home Improvement area to the east, separating that area from the medium density neighborhoods to the west.

Mayor Parrott declared the public hearing open and solicited comments from the audience.

Mr. Ken Biggs, with the East Group, stated that he represented the owner and was present to answer any questions.

There being no further comments, the public hearing was closed.

Motion was made by Council Member Council and seconded by Mayor Pro-Tem Miller to adopt the ordinance rezoning 0.74 acres located along the northern right-of-way of Thomas Langston Road and 2800± feet northwest of Memorial Drive from RA-20 to OR. Motion carried unanimously. (Ordinance No. 03-119)

ORDINANCE ANNEXING PHILIP E. CARROLL PROPERTY LOCATED ON THE SOUTH SIDE OF NCSR 1534 (OLD PACTOLUS ROAD), ON THE NORTH SIDE OF THE TAR RIVER, ON THE EAST SIDE OF GREENVILLE BOULEVARD NE, AND ON THE WEST SIDE OF PROPERTIES OF PHILLIP E. CARROLL AND ROSA B. WILSON - ADOPTED

City Manager Davis reported that a notice of public hearing was published in The Daily Reflector on December 1, 2003 setting this time, date and place for a public hearing to consider a request by Phillip E. Carroll to annex 130.05 acres located on the south side of NCSR 1534 (Old

Pactolus Road), on the north side of the Tar River, on the east side of Greenville Boulevard NE, and on the west side of the properties of Phillip E. Carroll and Rosa B. Wilson. This is a contiguous annexation.

Mayor Pro-Tem Miller requested that he be excused from voting on this item because of a conflict of interest. Mayor Pro-Tem Miller has a vested interest in the property.

Motion was made by Council Member Little and seconded by Council Member Council to excuse Mayor Pro-Tem Miller from voting on this item because of a conflict of interest. Motion carried unanimously.

Mr. Merrill Flood, Deputy Director of Planning and Community Development, delineated the property on a map and stated that the property is located in Voting District 1. The property is currently vacant and the proposed use is 3 commercial buildings. The current population is 0, and the anticipated population at full development is 0.

Mayor Parrott declared the public hearing open and solicited comments from the audience. There being none, the public hearing was closed.

Upon being asked the tax value of the property, Mr. Flood replied that the tax value is \$1,380,351.

Motion was made by Council Member Little and seconded by Council Member Craft to adopt the ordinance annexing 130.05 acres located on the south side of NCSR 1534 (Old Pactolus Road), on the north side of the Tar River, on the east side of Greenville Boulevard NE, and on the west side of the properties of Phillip E. Carroll and Rosa B. Wilson. Motion carried unanimously. (Note: Mayor Pro-Tem Miller had been excused from voting on this item.) (Ordinance No. 03-120)

ORDINANCE ANNEXING COVENGTON GROUP, LTD. PROPERTY (COVENGTON DOWNE, BLOCK A, LOT 4) LOCATED EAST OF ARLINGTON BOULEVARD, WEST OF NC HIGHWAY 43, AND NORTH OF TURNBURY DRIVE - ADOPTED

City Manager Davis reported that a notice of public hearing was published in The Daily Reflector on December 1, 2003 setting this time, date and place for a public hearing to consider a request by Covengton Group, Ltd to annex Covengton Downe, Block A, Lot 4, involving 0.493 acres located east of Arlington Boulevard, west of NC Highway 43, and north of Turnbury Drive. This is a contiguous annexation.

Mayor Pro-Tem Miller requested that he be excused from voting on this item because of a conflict of interest. Mayor Pro-Tem Miller has a vested interest in the property.

Motion was made by Council Member Little and seconded by Council Member Council to excuse Mayor Pro-Tem Miller from voting on this item because of a conflict of interest. Motion carried unanimously.

Mr. Flood delineated the property on a map and stated that the property is located in Voting District 5. The property is currently vacant and the proposed use is an office. The current population is 0, and the anticipated population at full development is 0.

Mayor Parrott declared the public hearing open and solicited comments from the audience. There being none, the public hearing was closed.

Upon being asked the tax value of the property, Mr. Flood replied \$28,594.

Motion was made by Council Member Craft and seconded by Council Member Little to adopt the ordinance annexing Covington Downe, Block A, Lot 4, involving 0.493 acres located east of Arlington Boulevard, west of NC Highway 43, and north of Turnbury Drive. Motion carried unanimously. (Note: Mayor Pro-Tem Miller had been excused from voting on this item.) (Ordinance No. 03-121)

ORDINANCE ANNEXING COVINGTON GROUP, LTD. PROPERTY (COVINGTON DOWNE, BLOCK G, LOT 11) LOCATED NORTH OF EAST FIRE TOWER ROAD AND WEST OF ARLINGTON BOULEVARD - ADOPTED

City Manager Davis reported that a notice of public hearing was published in The Daily Reflector on December 1, 2003 setting this time, date and place for a public hearing to consider a request by Covington Group, Ltd. to annex Covington Downe, Block G, Lot 11, involving 0.73 acres located north of East Fire Tower Road and west of Arlington Boulevard. This is a contiguous annexation.

Mayor Pro-Tem Miller requested that he be excused from voting on this item because of a conflict of interest. Mayor Pro-Tem Miller has a vested interest in the property.

Motion was made by Council Member Little and seconded by Council Member Council to excuse Mayor Pro-Tem Miller from voting on this item because of a conflict of interest. Motion carried unanimously.

Mr. Flood delineated the property on a map and stated that the property is located in Voting District 5. The property is currently vacant and the proposed use is an office. The current population is 0, and the anticipated population at full development is 0. The tax value for this lot is \$42,340.

Mayor Parrott declared the public hearing open and solicited comments from the audience. There being none, the public hearing was closed.

Motion was made by Council Member Council and seconded by Council Member Little to adopt the ordinance annexing Covington Downe, Block G, Lot 11, involving 0.73 acres located north of East Fire Tower Road and west of Arlington Boulevard. Motion carried unanimously. (Note: Mayor Pro-Tem Miller had been excused from voting on this item.) (Ordinance No. 03- 122)

ORDINANCE AMENDING SECTION 9-6 OF THE CITY CODE ENTITLED "FLOOD DAMAGE PREVENTION," TO CONFORM WITH CURRENT STATE LAW - ADOPTED

City Manager Davis reported that a notice of public hearing was published in The Daily Reflector on December 1, 2003 and December 8, 2003 setting this time, date and place for a public hearing to consider a request by the Public Works Department to amend Section 9-6 of the City Code entitled "Flood Damage Prevention," to conform with current State law. The Planning and Zoning Commission voted to recommend approval of the request at its November 18, 2003 meeting.

Mr. David Brown, City Engineer, stated that the proposed ordinance amends Section 9-6 of the City Code entitled "Flood Damage Prevention". Mr. Brown informed the City Council that the State had released preliminary Flood Insurance Rate Maps and Flood Insurance Study Reports for the Neuse River and Tar Pamlico River Basins as part of the State of North Carolina Flood Plain Mapping Program and in conjunction with FEMA. As part of the process the State performed various levels of study, which involved evaluating different locations to identify base flood plain elevations. While some previously delineated flood plain areas remain the same others increased, decreased or were removed. The new Flood Insurance Rate Maps become effective January 2004, which is when the proposed ordinance amendments will become effective. In conjunction with the new Flood Insurance Rate Maps the City is required to update its Flood Damage Prevention Ordinance to account for the New Flood Maps that were presented to Council. The City has participated in the Flood Insurance Program since the mid 1970's, and due to the City's participation in this program, residents located within the flood plain have benefited and received reduced flood insurance rates. The proposed amendments are based upon the State's Model Flood Damage Prevention Ordinance and will bring the City's existing ordinance into conformance with Federal and State mandates. Mr. Brown further stated that the proposed revisions to the Flood Damage Prevention Ordinance were presented to the Environmental Advisory Commission and the Planning and Zoning Commission at recent meetings, and both commissions have voted to recommend the proposed revisions to the Council for approval. City Staff also met with representatives from various local engineering firms in October 2003 and reviewed the proposed revisions and there were no additional comments presented for changes by the area engineers.

Council Member Dunn asked how the City ensured that potential homebuyers were notified that property was in a special flood hazard area, and Mr. Brown replied that the City often receives telephone calls from potential homebuyers and realtors. Public meetings have also been held and notices have been sent out to advise various residents of the new changes.

City Manager Davis explained that residents would not be informed in a mandatory fashion. There is nothing in the ordinance mandating that a proposed buyer of real estate be notified about flood elevation and the City does not have the authority to make that mandatory action occur.

Mayor Pro-Tem Miller stated that unless someone is paying cash, the bank is going to require the borrower to have a survey and a flood certificate, and the bank will notify the buyer about the flood elevation.

City Manager Davis reminded the City Council that the ordinance requirements are mandatory that the City keeps the Flood Insurance Program in force citywide so that citizens can purchase flood insurance policies.

Council Member Council asked if flood insurance had gone up since the flood, and Mr. Tom Tysinger, Director of Public Works, informed the Council that insurance rates are established by the National Flood Insurance Program depending on how close a resident is in proximity to a stream. This is not negotiable, it is established. The City has a Community Rating Service Program that establishes educational programs. The City is required to put notices in the newspaper, place maps at the local library (maps are also on the internet) and for that the City gets points that are used when the City program is rated. The monetary reductions in insurance rates are based on the rating of the City's program and Greenville recently received a 5% reduction in community rates because the City's ratings were increased.

Mayor Parrott declared the public hearing open and solicited comments from the audience. There being none, the public hearing was closed.

Motion was made by Council Member Council and seconded by Council Member Glover to adopt the ordinance amending Chapter 6 of Title 9 of the City Code entitled "Flood Damage Prevention," to conform with current State law. Motion carried unanimously. (Ordinance No. 03-123)

REQUEST FOR SEWER OUTSIDE THE CITY'S EXTRATERRITORIAL JURISDICTION - APPROVED

Mr. John Bulow, Deputy County Manager/Human Services, requested authority for Pitt County to tap onto the City's sewer line located in proximity to the North Pitt High School site. Mr. Bulow informed the City Council that Pitt County in conjunction with Pitt Community College has purchased 120 acres of land to be developed into a multipurpose site for law enforcement/fire departments. The site was purchased prior to the flood regulations changing. When the County purchased the site it was one of the few places north of the river that did not flood, but when the regulations were changed the property was put in the flood plain. The County does not believe that any floods in that region will impact the type of facility that will be built in the area. The County needs to vest this property prior to January 1, 2004 and is requesting the right to tap onto the extension.

Motion was made by Mayor Pro-Tem Miller and seconded by Council Member Council to approve Pitt County's request to tap onto the sewer extension. Motion carried unanimously.

PRESENTATION OF THE 2004-2009 CAPITAL IMPROVEMENT PROGRAM

Consideration of the Capital Improvement Program Requests

Mr. Tysinger gave an overview of the Capital Improvement Program requests and stated that the Capital Improvement Program includes all equipment having a value greater than or equal to \$35,000 and all projects having a value greater than \$10,000 with a life expectancy to extend over five years for the improvements. The Capital Improvement Program does not include

capital outlay items such as passenger vehicles, pick-up trucks, small maintenance equipment, tools and supplies which are imbedded in the City's budget as a part of each department's budget. The Capital Improvement Program is a 5-year planning tool and is used by City staff to stay on top of work schedules and projects. At this point the Capital Improvement Program is not prioritized as to importance nor has staff attempted to balance the projects with revenues. This is what will be done over the next five weeks. This year's list of projects is the largest both in number and dollar value in the history of the City. The City is in excess of \$156,000,000. in requests compared with last year's program with just over \$100 million. For the first year of the program the total request add up to approximately \$32 million compared to last year's request of just over \$12 million. Redevelopment and revitalization projects are the real reasons for the increase.

Mr. Tysinger reviewed the following chart:

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Significant New Projects:

• Fire Rescue Station #6 Training Center and equipment for that station	\$ 2,968,000
• Fire Rescue Station #7 and equipment	\$ 2,095,000
• Carver Library Expansion	\$ 1,095,430
• South East Branch Library	\$ 1,394,211
• New telephone system	\$ 2,170,000
• Upton West Greenville Revitalization	
Center City Revitalization	\$30,000,000
45 Block Revitalization	\$ 5,000,000
CDBG/Home Program	\$ 5,995,000
School Site/Bonner's Lane	\$ 2,922,943
City Parking Decks (2)	\$12,620,000

New Improved Facilities (Buildings)

Intermodel Transportation Center	\$ 7,570,000
Police-Fire Rescue Headquarters Expansion	\$ 2,450,000
Expansion Renovation of Administrative Facilities	\$ 7,890,000
Worthington Warehouse	\$ 1,080,000
Old Pepsi Plant	\$ 1,470,000

Transportation Projects

Tenth Street Connector	
\$6,000,000	
Thomas Langston Road	\$2,896,000
West Third Street Reconstruction	\$ 840,000
Sidewalk Construction	\$1,625,000
Street Resurfacing	\$2,940,000

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Mr. Tysinger stated that other projects that will be seen in the Capital Improvement Program include storm drainage maintenance improvements, additional funds for exhibits at the Nature Center, Guy Smith Parking (pave and improve existing parking lot and purchase additional property for an expanded parking facility), Park Maintenance Center renovation, activity room addition at South Greenville, awnings at Jaycee Park Arts and Crafts Addition, Red Oak Park improvements, expansion of Greenfield Terrace and expansion to H. Boyd Lee Park (2nd Gymnasium that was cut out of the park when it was first built and additional parking), and Flood Land Reuse for a Dog Park and RV Park.

Mr. Tysinger informed the City Council that additional meetings have been scheduled for Capital Improvement Program discussions on January 5, January 15, January 22 and January 29, 2004.

Mayor Parrott asked the City Council Members to review the Capital Improvement Program material and think about the Council's priorities and what they would like to present back to City staff at the January meeting.

Mayor Pro-Tem Miller stated that he would like to see a chart showing the City's proposed projects, their funding sources and their status, because he felt some projects have been completed and dollars were remaining laying in a project fund that have not been expended.

Mayor Pro-Tem Miller asked why the old Greene Street Bridge had been removed from the Capital Improvement Program, and Mr. Tysinger replied that the bridge was no longer on the list because it has already been funded.

Mayor Pro-Tem Miller stated that he would like to see all the projects that have been funded and have not been completed or expended so that he could see where the dollars are and could make a decision on priorities.

Council Member Little asked if staff had received any information regarding what the revenue will be for the Storm Drainage Maintenance Program and the new utility, and Mr. Tysinger replied that this information will be provided at the next City Council meeting.

Consideration of Capital Reserve Fund Priorities

Bernita Demery, Director of Financial Services, informed the City Council that based on the 2003 fiscal year results of operations, this will be the first time in five years that there are funds available for transfer to the Capital Reserve Fund.

Ms. Demery reviewed the following chart regarding types of debt:

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TYPES OF DEBT

	<u>General Obligation Bonds</u>	<u>Revenue Bonds</u>	<u>Special Obligation Revenue Bonds</u>	<u>Certificates of Participation</u>	<u>Installment (Lease) Purchase Agreement</u>
Requires a Vote of the People	yes (with some exceptions e.g. 2/3rds net debt reduction & refunding bonds)	no	no	no	no
Collateral for repayment	pledges the power to levy taxes if needed to cover debt	pledges the revenue stream of the enterprise	pledges the revenue stream for which the debt was issued - e.g. occupancy tax	property	property purchased
Local Government Commission approval required	yes	yes	yes	yes	if >=5 years and >=\$500,000
Length of financing	Normally 20 years	Normally 20 years	Varies	Normally 20 years	Varies
City of Greenville	Primarily Public Bldgs. & transportation projects	Utility Debt	Convention Center	1998 - Library, R&P, Equipment, Comp. Traffic Signal	Primarily equipment financing at 59 months, BCGC purchase with a 10 year repayment

LEGAL DEBT LIMIT

That is the limit that the State law says local governments cannot exceed. Local government's cannot exceed 8% of the assessed valuation for property. At June 30, 2003, the statutory debt limit for the City of Greenville was \$237,647,610 with \$32,123,514 net bonded debt outstanding.

ESTIMATED ANNUAL DEBT SERVICE COST

Estimated annual debt service for \$1 million at 20 years and 5% would be \$79,672 e.g. bonds
Estimated annual debt service for \$1 million at 5 years and 5% would be \$227,282 e.g. lease purchase

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Ms. Demery referred to the following attachment and explained the debt issuance by project:

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**CITY OF GREENVILLE
DEBT ISSUANCE BY PROJECT**

Note: This is the amount of debt issuance not project cost.

	Bonds	Lease Purchase
<u>Fiscal Year 2002-03</u>		
Chevy Suburban (Requirement for USAR Team)		\$ 30,124
HO Generator (Rollover)		17,000
HO Generator (Station 2 & 5)		22,000
Dodge 1 - Ton 15 Passenger Van		21,537
Ford Crown Victorias for Patrol Division (10)		215,000
Crown Victorias (4)		86,000
EMS Unit Replacement		90,000
Solid Waste Equipment Residential Rearload Refuse Truck		116,184
Solid Waste Equipment Residential Leaf Collector		115,103
Highway Maintenance Equipment Excavator		200,000
John Deere Tractors for Recreation & Parks (4)		53,200
Jacobson Mowers, Trap Rake & Hauler for Bradford Creek		64,250
		\$ 1,030,398
2003 Series Public Improvement Bonds		
City Hall design	\$ 425,000	
Cemetery development	75,000	
River Park North Science & Nature Center	750,000	
	\$ 1,250,000	
<u>Fiscal Year 2001-02</u>		
Fire Engine		\$ 475,000
Emergency Management System Unit		85,000
Citywide Network Upgrades		31,000
Geographic Information Systems		90,500
AS400 Computer System Expansion		30,000
Laptop Computer Replacements		90,000
Tour Bus		75,000
Solid Waste Equip. Frontload Cont. Truck		173,570
Solid Waste Equip. Res. Refuse Truck		112,404
Highway Maint. Equip.-Street Sweeper		140,000
Highway Maint. Equip.- Sign Truck		65,000
Server Operating System Upgrade		40,000
Thermal Imager		18,500
Mid-Size 4 Door Sedan		17,486
Generator (2)		37,000
Ford Crown (9) Victoria		193,500
Chevrolet Impala (2)		38,000

Dodge Pickup Truck	25,000
1/2 ton Truck with Extended Cab	20,000
3/4 Ton Service Truck	22,195
3/4 Ton Truck w/Crew Cab and Dump Body	26,500
15 Passenger Van	35,000
	\$ 1,840,655

Fiscal Year 2000-01

EMS Unit	\$ 80,000
Fire Sup. Equip.: Replace Pumper Truck	250,000
AS400 Computer Expansion	38,000
Solid Waste Equip.: Res. Refuse Truck	107,120
Solid Waste Equip.: T-3 Loader Flatbed	72,000
Guy Smith Stadium Fencing	18,000
	\$ 565,120
2000 Special Obligation Bonds - Convention Center/Exhibit Hall	\$ 6,591,518
2000 Public Building Bonds Computerized Traffic Signal System Facility	\$ 1,165,685

Fiscal Year 1999-2000

Bradford Creek Golf Course	\$ 1,934,958
Solid Waste Res. Containerized Truck	\$ 161,100
Solid Waste Equip. Res. Refuse Truck	104,000
Highway Maint. Eq. : Dump Truck	42,000
Highway Maint. Eq. : Pipe Cleaning Truck	210,000
	\$ 517,100
	Lease
	Bonds Purchase

Fiscal Year 1998-1999

1998 Certificates of Participation	
H. Boyd Lee Park	\$ 4,038,900
Recreation & Parks Center Exp.	1,009,720
Sheppard Memorial Library Exp.	5,048,625
East Branch Library Expansion	353,400
Computerized Traffic Signal System	2,625,285
Rescue Equipment/Vehicles	79,491
PW Equipment/Trucks	201,150
AS-400 Computer Expansion	149,000
Fire/Rescue Station #5	90,000
GIS/FM City Wide	131,000
Fire/Rescue Station #2	590,000
	\$ 14,316,571
Series 2000 Public Improvement Bonds	
Storm Drainage	\$ 650,000
CD Affordable Housing	575,000
Moye-Hooker Connector	600,000

Hooker Road Widening	1,700,000
	\$ 3,525,000

Fiscal Year 1997-1998

EMS Equipment	\$ 69,000
AS400 Computer System Expansion	85,000
GIS	53,850
Crime Scene Investigations Vehicle	75,500
HVAC - Public Works Complex	45,000
Bucket Truck - Traffic Services	90,000
Solid Waste Equip: Res. Cont. Truck	143,000
Solid Waste Equip: Res. Refuse Truck	91,000
Highway Maint. Eq.: Street Sweepers	120,000
Play Equipment for Parks	27,000
	\$ 799,350

Fiscal Year 1996-1997

AS-400 Computer System Expansion	\$ 75,000
GIS/FM Program	55,550
Telephone System	200,450
Fire/Rescue Aerial Ladder	250,000
Residential Containerized Refuse Truck	140,000
Residential Refuse Truck	87,000
Leaf Collector	88,000
Play Equipment for Parks	27,000
	\$ 923,000

Fiscal Year 1994-1995

Leaf Collection Truck	\$ 69,029
Generator & Public Safety Bldg. furniture	200,000
Refuse Truck	81,000
Communications Equipment	303,400
Software	59,777
GIS Expansion	40,000
Police Cars	88,735
	\$ 841,941

Fiscal Year 1993-1994

Series 1993 Public Improvement Bonds	
Public Safety Building	\$ 3,000,000
Arlington Blvd.	700,000
Affordable Housing	425,000
Storm Drainage	350,000
	\$ 4,475,000

Fiscal Year 1991-1992

Computer upgrades	\$ 86,479
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Questions asked and answered during the capital improvement presentation included:

- (1) How is the City's statutory debt limit to borrow calculated?
RESPONSE: The City's legal debt limit is set up by General Statutes for the State of North Carolina and it is 8% of the City's assessed value. Take the City's \$3 billion in assessed value and multiply it by 8%.
- (2) Is there room to increase the City's debt?
RESPONSE: If the City can pay back \$237 million. That is why I talk about the pay back, and the City does have room.
- (3) What kind of debt does other municipalities have? Is Greenville below normal, in the ballpark or high?
RESPONSE: Greenville is in the ballpark. Cities like Cary have a much lower debt capita but they have a much larger tax base.
- (4) Currently staff is budgeting about \$3.5 million to pay for the debt on all of the City's bonds and lease purchases.
RESPONSE: The only real drop would be in fiscal year 2007 because it is known that the City will continue to add some debt, but if the City stays the way it is right now and issues no more debt, then debt service would not start to decrease from the \$3.8 million because the debt service peaks in 2004-05 on annual debt service until 2007 and then it starts to come down.
- (5) Is the current outstanding debt only on the City or does it include any debt of Greenville Utilities?
RESPONSE: For Greenville's calculations there is still \$100 million outstanding for Greenville Utilities.
- (6) Is Greenville Utilities Commission's revenue bonds?
RESPONSE: The City does have a revenue source to pay that back.
- (7) How about the debt limit of \$237 million, would the City have to add Greenville Utilities?
RESPONSE: No, because this is only net bonded debt where the City uses its tax values.
- (8) Will the City's bond rates be affected if the debt gets out of line with the City's ability to pay?
RESPONSE: When the City goes to the rating agencies, the agencies will look at the City's net bond to debt per capita and will compare Greenville to other cities that are AA rated.

Mayor Pro-Tem Miller informed the Council that the City's debt limit would go up in January, after the revaluation numbers are received.

Mayor Parrott stated that the City Council has to realize that Greenville is growing and in order to do some of the capital projects that need to be done over the next 5 years, the Council is going to have to increase the City's debt limit.

City Manager Davis stated that he agreed that the City's debt limit should be \$237 million.

Ms. Demery stated that the City had the ability and was in a position to issue debt.

Ms. Demery reviewed the following:

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Computation of Transfer to Capital Reserve

2003-04				
General		Total		
Fund		Balance	Undesignated	Amount to be
<u>Budget</u>	<u>Percent</u>	<u>Required</u>	<u>Fund Balance</u>	<u>Transferred</u>
48,778,526	8%	3,902,282	7,138,573	3,236,291
48,778,526	10%	4,877,853	7,138,573	2,260,720
48,778,526	12%	5,853,423	7,138,573	1,285,150

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Upon being asked if money moved to Capital Reserve had to be earmarked, Ms. Demery replied that generally a description such as public transportation would be required and not specifically to a certain project.

Mayor Parrott reiterated that changes can be made and moneys reallocated.

Ms. Demery reviewed the following projects that City Council had previously discussed with department heads as possible priorities:

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Potential Projects Set Aside \$2,260,720

	<u>Total Project Cost</u>
Expansion/Renovation of Administrative Facilities	\$7,890,000
45-Block Revitalization	5,000,000
Stantonsburg Road - Tenth Street Connector	2,000,000
School Site/Bonnors Lane CDBG Program Reimbursement	2,900,000

Fire/Rescue Station #6 and Training Center	2,700,000
Sidewalk Construction Program	5,000,000
Center City Revitalization Program	30,000,000
City Parking Deck #1	6,100,000
Guy Smith Stadium Parking Lot Expansion	250,000
Land Acquisition Project for Open Space	400,000

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City Manager Davis stated that money needed to be placed into projects that the Council thought were priority and staff would then bring back a budget ordinance transferring monies from the General Fund to the Capital Reserve Fund for the designated projects.

Mayor Parrott suggested that the Council go ahead and decide on the amount to be transferred to the Capital Reserve Fund and later as projects were defined the Council could go back and reallocate the funds.

Mayor Parrott asked if Ms. Demery’s recommendation and staff’s recommendation was to transfer the \$2.3 million, and Ms. Demery replied yes and there were adequate funds.

Mayor Parrott asked if the Council would entertain the thought of approving the \$2.3 million and split that between the 45-Block Revitalization and the Stantonburg Road/Tenth Street Connector for now and then later go back and reallocate the City’s needs. The Mayor felt that the Council should make a decision and move on.

Mayor Pro-Tem Miller referred to a chart regarding Capital Reserve Fund Previous Projects from Fiscal Years 1983-1997 and asked what the subtotal of \$8,583,357 represented.

Ms. Demery replied that the \$8,583,357 was money transferred from fund balance to the Capital Reserve Fund and was spent on the listed projects.

Mayor Pro-Tem Miller asked if the \$8,583,357 had been spent, and Ms. Demery replied that some of it is carryover.

Mayor Pro-Tem Miller stated that he wanted a list of the carryover and wanted to know how many dollars had not been spent and was no longer needed. Mayor Pro-Tem Miller requested to have the information distributed within the next 30 days.

Ms. Demery replied that the chart was the list for Capital Reserve.

Council Member Little stated that there were project funds and there was money set aside for the City Hall fund.

Ms. Demery explained that the money came from Capital Reserve, and it started out more than this, but the City spent \$425,000 because the design actually ended up being in the net debt reduction bonds but we had anticipated spending that from Capital Reserve. \$435,000 is all the money set aside for the project in Capital Reserve and until the City receives the bids for the construction project and gets closer to finalizing the project there will not be a budget for it. Motion was made by Mayor Pro-Tem Miller and seconded by Council Member Craft to approve the \$2.3 million being allocated to the Capital Reserve Fund and split that between the 45-block revitalization and the Stantonsburg Road/Tenth Street Connector. Motion carried unanimously.

LEASE WITH CAPE POINT DEVELOPMENT COMPANY FOR COMMUNITY BUILDING REPLACEMENT SPACE - APPROVED

Mr. Tysinger stated that a memo was sent out in Notes to Council dated December 9, 2003 explaining the dilemma with the State Farm Building and recommending a lease be pursued with Bank of America. The Bank of America building is located at the corner of First and Greene Streets and there is 9,164 square feet on the second floor of the building with the potential of obtaining 500 more additional square feet. The lease is proposed at \$12.00 per square foot and comes to a total of \$9,164. a month. This is an all-inclusive fee, including utilities, parking around the building, access to all the common areas and space. Staff believes there will be some upfitting cost to move the occupants of the Community Building into the Bank of America Building and are proposing that \$50,000 be set aside to accomplish the upfitting cost. Much of the cost will go towards technology and being able to interconnect the Bank of America Building into the current City system. In addition to the \$50,000 an additional \$30,000 will be needed for the demolition of the Community Building.

Motion was made by Mayor Pro-Tem Miller and seconded by Council Member Council to approve the lease with Bank of America located at the corner of First and Greene Streets. Motion carried unanimously. (Contract No. 1299)

AWARD OF CONTRACT WITH RICE, WILLIAMS ASSOCIATES FOR CABLE TELEVISION FRANCHISE SERVICES - APPROVED

Ms. Gerry Case, Director of Human Resources, summarized the following memorandum:

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MEMORANDUM

TO: Marvin Davis, City Manager
Bill Richardson, Deputy City Manager

FROM: Gerry Case, Director of Human Resources

DATE: November 26, 2003

SUBJECT: Cable Franchise

The current cable television franchise expires September 23, 2006. Cox Communications, the current franchisee, has filed notice indicating that they desire to apply for a new franchise.

In the past, we have engaged consultants to assist with franchising and re-franchising processes. I have requested a proposal from Rice, Williams Associates (RWA) of Washington, DC to assist in our upcoming re-franchising process. We were very satisfied with their work on our franchise in 1991. RWA is thoroughly experienced in franchising cable systems around the nation, fully knowledgeable about regulatory requirements, and up to date on cable system technology. Their clients are franchising authorities only. North Carolina clients have included Cary, Charlotte, Fayetteville, Gastonia, Greensboro, Laurinburg, Kinston, Raleigh, Reidsville, and Wilson. RWA is currently assisting Tarboro and Rocky Mount in their re-franchising efforts.

RWA's proposal (attached) offers a range of tasks summarized as follows:

I. Advise staff and CACCTV on legal, economic and regulatory matters	\$ 1,400
II. Review cable operator compliance with current ordinance/franchise	4,550
III. Evaluate technical capability of existing cable system	1,820
IV. Conduct community needs assessment	24,400
V. Update ordinances	4,420
VI. Assist with public hearings and negotiations on franchise proposal	8,000
VII. Draft franchise agreement	<u>5,050</u>
	\$ 49,640
Travel expenses (at cost)	<u>+ 5,360 est.</u>
Total contract	\$ 55,000

In the technical evaluation of the existing cable system (Item III), it is recommended that RWA initially conduct only a proof-of-performance review. In the event further evaluation is necessary, RWA will be prepared to conduct a performance testing at the headend and spot checks throughout the distribution system as well as an onsite physical plant inspection of the local cable operator for an additional fee of \$12,120. RWA will perform this in-depth analysis only if needed and if approved in writing by the City.

The community needs assessment will be one of the most critical steps in the process. RWA will conduct a workshop and mail questionnaires to current and potential users of the government, public and educational access channels. Local governments, schools, libraries, public service agencies, and other organizations will be an integral part in this evaluation. The second part of the assessment will be a consumer market telephone survey on satisfaction levels with existing services and public interest in expanded services. The survey will be conducted on a cross-sectional, random sample of residents. The final component will be an analysis of current equipment and programming for the public, educational, and government access operations. Once the draft proposal is developed, RWA will conduct a minimum of two public hearings to solicit further citizen comment prior to final negotiations with Cox Communications.

Travel expenses will be at cost and are anticipated at about \$5,360. This assumes we can experience savings by scheduling one or more visits concurrently with Rocky Mount and

Tarboro and sharing in the costs. Costs may fluctuate depending on the number of visits to Greenville for public hearings, City Council meetings, and franchise negotiations.

It is recommended that the City of Greenville engage Rice, Williams Associates to conduct the re-franchising process as proposed for a fee of \$55,000, and that the City Council authorize the Mayor and City Clerk to execute a contract with them.

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Council Member Dunn asked if the Contract would be over a three-year period, and Ms. Case replied yes.

Council Member Glover asked if other companies were contacted by the City, and Ms. Case replied that she did contact one other firm and also called other cities and found that most cities in North Carolina were using Rice, Williams Associates. Ms. Case stated that she felt the other firm that was contacted would not be appropriate for the type of consultation that staff normally expects.

Motion was made by Council Member Craft and seconded by Council Member Council to award a contract to Rice, Williams Associates to conduct the re-franchising process as proposed for a fee of \$55,000, and authorize the Mayor and City Clerk to execute the contract. Motion carried unanimously. (Contract No. 1300)

ACCEPTANCE OF LAND DONATION ALONG THE SOUTH SIDE OF THE TAR RIVER AND THE NORTH OF RIVER WALK - APPROVED

City Attorney Holec informed the Council that the Wesley Commons Group, L.L.C., has offered to make a gift to the City of the undeveloped portion of River Walk Subdivision consisting of approximately 26 acres located north of the River Walk Development adjacent to the Tar River. The property is ideal for the City's use with the Greenway. The member/managers of the corporation are Bill Blount and E. Hunter Blount.

Council Member Glover asked if the property was flood property and what would the City do with the property.

Mr. Holec replied that the property had a tendency to get water on it.

Mayor Parrott stated that the City would use the property as part of the Greenway for a walking trail or it could later be used as a park. This is a very nice gift to the City by Mr. Blount because it will be a very important part of the Greenway as the City moves forward.

Motion was made by Council Member Craft and seconded by Mayor Pro-Tem Miller to accept the donation of property located south of and adjacent to the Tar River, north of and adjacent to the existing developed portion of River Walk, east of and adjacent to the Cypress Glenn Retirement Community property, and west of Beech Street. Motion carried unanimously.

RESOLUTION AUTHORIZING GRANTING OF CONSERVATION EASEMENT TO THE
STATE OF NORTH CAROLINA ON PROPERTY LOCATED AT 110 BAKER STREET -
ADOPTED

City Manager Davis stated that this is a conservation easement that is required by a grant from the Clean Water Management Trust Fund for property that the City purchased for the landing of the Greene Street Bridge at 110 Baker Street.

Motion was made by Council Member Craft and seconded by Mayor Pro-Tem Miller to adopt the resolution authorizing the granting of a conservation easement to the State of North Carolina on property located at 110 Baker Street. Motion carried unanimously. (Resolution No. 03-52 and Contract No. 1301)

ORDINANCE AMENDING FY 2003-04 BUDGET ORDINANCE - ADOPTED

Ms. Demery, Director of Financial Services, stated that the Ordinance amendment is being submitted for consideration of the following items:

1. Allocating funds for Community development building up fitting and demolition and lease of a building to relocate employees.
2. Allocating funds for the purchase of the Keel Warehouse located on Dickinson Avenue. This is in accordance with the approval of the purchase by City Council at the November 13, 2003 meeting.
3. Allocating additional funds for Unemployment Compensation. The annual bill was higher than expected due to the job market, higher benefits paid, and extended benefits.
4. Allocating funds for a \$55,000 contract with Rice, Williams Associates for cable television franchise process

Motion was made by Council Member Craft and seconded by Council Member Council to adopt the 2003-2004 budget ordinance amendment. Motion carried unanimously. (Ordinance No. 03-124)

FY 2004-2005 BUDGET SCHEDULE - APPROVED

Deputy City Manager William Richardson presented the following 2004-2005 Budget Schedule for approval:

Monday, March 15, 2004 1:00 p.m.	Half-day presentation of City department budget request
Thursday, March 18, 2004 1:00 p.m.	Half-day presentation of City department budget requests
Monday, March 22, 2004 3:00 p.m.	Presentation of preliminary budget requests from Greenville Utilities Commission (GUC), Sheppard Memorial Library (SML) and Convention and Visitors Authority (CVA). Continued discussion of City department budget requests

Monday, March 29, 2004 3:00 p.m.	City Council discussion on budget priorities
Monday, April 5, 2004 3:00 p.m.	Continued City Council discussion on budget priorities
Monday, April 19, 2004 3:00 p.m.	City Council discussion on ways and means to balance the budget.
Monday, May 10, 2004	Presentation of balanced budgets of the City, GUC, SML, Airport and CVA
Monday, June 7, 2004	Public Hearing on the Fiscal Year 2004-2005 budget
Thursday, June 10, 2004	Consideration of adoption of Fiscal Year 2004-2005 budget

Motion was made by Council Member Dunn and seconded by Council Member Craft to accept the Fiscal Year 2004-2005 budget schedule as presented. Motion carried unanimously.

REPORT ON BIDS AWARDED

The following bid has been awarded:

<u>Date</u>	<u>Item Description</u>	<u>Awarded To</u>	<u>Amount</u>
*11/10/03	7 ea. 2004 Ford Crown Victoria	Capital Ford	\$142,588.50
*11/12/03	38 ea. Laptop Computers & Accessories	Prosys Information Systems	\$ 75,489.00

*Services, Construction, Repair Work; Architectural, Surveying & Engineering - Over \$10,000
Apparatus, Supplies, Materials and Equipment - Over \$30,000

COMMENTS FROM MAYOR AND CITY COUNCIL MEMBERS

Consideration of inviting East Carolina University to co-host the International Festival

Council Member Dunn informed the City Council that East Carolina University is interested in co-hosting the International Festival and she hoped the item could be placed on the January agenda to make it official.

Consideration of establishing a Citizen Task Force for Improving Rental Property

Council Member Dunn stated that there had been numerous request or concerns regarding rental property in single-family neighborhoods. This item needs to be placed on the agenda so that

City Council can address establishing a Citizen Task Force to look into improving rental property.

Motion was made by Mayor Pro-Tem Miller and seconded by Council Member Little to approve Council Member Dunn's requests to add items to the January agenda regarding consideration of inviting East Carolina University to co-host the International Festival and consideration of establishing a Citizen Task Force for improving rental property. Motion carried unanimously.

Discussion of City Council Liaisons to Boards and Commissions - Single Representative or Grouping Together

Mayor Parrott stated that this item is to discuss the liaisons that have served in the past and what City Council would like to do in the future. The discussion can begin at this meeting or be continued to the January meeting.

Council Member Little requested information regarding committees that other municipalities have such as Raleigh, Wilmington and Winston Salem and how the committees function.

Mayor Parrott requested that the Council Members continue as liaisons on their current commissions until a change is made.

Council Member Dunn stated that the boards and commissions was an issue that should seriously be looked into and given a lot of time.

It was the consensus of the City Council to continue as liaisons on their commissions until a change is made and that City staff forward information to the Council Members on what other municipalities are doing.

Council Member Dunn wished everyone a Merry Christmas and a happy New Year.

Council Member Council informed the Council that she and Ms. Glover would give a report later on the National League of Cities Conference held in Nashville, TN. The theme of the conference was "American Cities on Stage from the Front Porch to the Front Line" and there were 4,500 delegates attending the conference from across the nation. Council Member Council stated that the City of Greenville needed to discuss creating a Youth Council and this should be placed on the agenda for the New Year because the North Carolina League of Municipalities is also getting ready to do something with youth. Several of the North Carolina cities have gotten youth involved as Youth Councils and those kinds of things. Council Member Council stated that in February there will be a one-day event for youth from all over the country to go to Disney World for a day, but it will be for business. While at the National League of Cities Conference a debate came up regarding the Education System versus the City Council. The bottom line was that education is everybody's business. The City Council needs to consider this and be prepared when the National League of Cities is in Charlotte, North Carolina in 2005 and next year in Indiana.

Motion was made by Council Member Council and seconded by Council Member Glover that discussion of creating Youth Council be placed on one of the workshop agendas. Motion carried unanimously.

Mayor Pro-Tem Miller thanked the staff on the Sharing is Caring Food Drive that assists people who are less fortunate in the City during the holiday season and the Police and Fire/Rescue personnel who volunteered their time for the Salvation Army Kettle Program. Mayor Pro-Tem Miller also thanked the Police, Fire/Rescue people who will be working during the holidays and the military people who will also be working during the holidays.

Council Member Glover informed the Council that the National League of Cities endorsed a stronger emphasis on economic development and housing for the poor and is requesting the Federal Government to relax some of the current regulations. Council Member Glover stated that it was important that Greenville be involved with the National League of Cities because when the League of Cities receives requests from cities it is looked at nationally. The National League of Cities is a strong lobbying group for cities and municipalities and their comments, recommendations and resolutions that go to the government are looked at and that is how things get changed in the smaller cities. What Greenville puts into the National League of Cities will trickle back to our communities.

Council Member Little wished everyone a happy holiday season.

Council Member Craft wished everyone a Merry Christmas.

Mayor Parrott stated that there should never be a vacation from helping a fellow man so anything that we can do over the holidays would be outstanding. Mayor Parrott wished everyone a happy holiday.

Council Member Glover wished everyone a safe and Merry Christmas and reminded the Council that the West Greenville Parade of Lights will be held on December 19th and asked everyone to attend. Council Member Glover informed everyone that the Beautification Committee is asking for donations toward a shoebox project that they are working on so all children would have something under their Christmas tree.

Council Member Council stated that on Saturday there will be a ribbon cutting on Mumford Road at the new renovated Youth Today Community Resource Center at 10:00 a.m. and everyone is invited to attend. The Center is part of the Public Housing Building and is partnered with Youth Today which is another youth organization working with young people across the river. Also the 4-H is going to bring cheer to the Housing Authority Seniors at University Towers on Saturday.

CITY MANAGER'S REPORT

Good News Report

City Manager Davis announced that Dr. Joseph Flood, with the Department of Recreation and Leisure studies, has recognized Howard Vainwright, with Recreation and Parks, and said that his

vast knowledge and experiences with a variety of Eastern North Carolina animal species is unprecedented in this area. Mr. Vainwright has lectured to classes and helped with programs at East Carolina University and his extensive knowledge is very much appreciated by the Department of Recreation and Leisure studies.

City Manager Davis informed the Council that Officer Tara Stanton and Sergeant John Curry in the Family Services Unit of the Police Department are adopting 15 children at Christmas and are having a special holiday celebration to make sure that the children have presents and other kinds of things that they need.

Consideration of Canceling Third Meeting of the Month – December 22, 2003

Motion was made by Council Member Dunn and seconded by Council Member Glover to cancel the December 22, 2003 City Council Meeting. Motion carried unanimously.

Report on Earmarking Initiatives

City Manager Davis stated that there had been discussions regarding the City receiving funds for the Green Mill Run in the amount of \$200,000. Greenville itself will not receive those funds but the funds will go to the Corps of Engineers. The President has signed the bill and it is now official. Also, the conferees have recommended \$200,000 for wireless laptops in the Police Department. The initial request was for \$2 million, but the City can certainly do something even on a limited basis. Also, a \$100,000 request for the West Greenville Revitalization is in the conferee committee. The request will probably not be adopted by Congress until the end of January.

Council Member Dunn asked if the money had to be matched, and City Manager Davis replied yes based on current information, but could be changed before the legislation is adopted.

ADJOURN

Motion was made by Council Member Craft and seconded by Council Member Dunn to adjourn the meeting at 9:15 p.m. Motion carried unanimously.

Respectfully submitted,

Patricia A. Sugg
Deputy City Clerk